

12 October 1951

Chief, Security Control Staff

Security Officer/CIA

Implementation of Executive Order re Minimum Standards by ICIS
and this Agency.

1. At a meeting held 11 October 1951, a sub-committee of ICIS, with certain ad hoc members present, considered the manner in which ICIS would implement subject Executive Order. The next meeting will be on Wednesday, 17 October, at 2:00 p. m. in Room 5220, Department of Justice. I desire the Chief, Security Control Staff, to attend.

2. ICIS is considering just how to "police" the implementation of this program. The following suggestions have been proposed but were not final in any sense of the word. (Additional suggestions are requested and should be proposed at the next meeting.)

(1) All agencies to submit regulations they are issuing to implement the Executive Order.

(2) ICIS is considering issuing a Questionnaire to Agencies requiring replies on specific points required by the Order.

(3) Agencies to submit examples of unclassified information and classified security information.

(4) Each agency to set up units or persons to check internally on implementation of the Order and of the ancillary regulations.

(5) ICIS might suggest a Classification Review Officer.

(6) ICIS might suggest a "Declassification Staff;" or a staff to monitor both Classification and Declassification.

(7) ICIS will look into status of security officers in non-sensitive agencies to be sure they are qualified.

(8) Proposal to set up classification boards within agencies to handle appeals from Press (not applicable to CIA in my opinion).

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(9) Policy and means of implementation of Executive Order to be set up in each agency by 26 October.

(10) Or, announcement of stop-gap or outline measures to be used on an interim basis.

(11) Suggestion has been made that ICIS announce to all agencies the definitions of the categories of classified security information. (This has been ruled out, inasmuch as White House cut these definitions from original draft of paper.)

(12) Someone has suggested that Press Releases be cleared with originating office or the agency rather than solely with Security Officer.

(13) TS Control Officers must be designated.

(14) Suggestion for agencies granting Press Releases that Security Review Officers be placed in the Public Information Office.

(15) Suggestion that ICIS designate someone to spend an hour or so giving guidance to the "fringe" agencies; i.e., those formerly not having Security Officers.

(16) ICIS to appoint a sub-committee to examine suggestions on this Executive Order which have been received from the Press.

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Mr. [REDACTED]

added the following suggestions:

(17) Each department or agency outline and submit to ICIS its implementation of the Order prior to publishing same.

(18) Possible consideration of employment by ICIS of an official on a full time basis who would continuously monitor and advise on the whole program.

3. Before the next meeting I would like our representative to be in a position to pose several practical suggestions. Security Control Staff must prepare and we should publish by 26 October an implementing document setting forth our own implementation of this Executive Order. For policy reasons I think this should be signed personally by the DCI. The changes in Security Regulations and other Agency regulations to follow.

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4. My thoughts on this problem are as follows:

- (1) For policy reasons, we must be more thorough than perhaps our own system requires in careful implementation.
- (2) Prepare implementing document referred to above.
- (3) Prepare perhaps separately an announcement to all employees giving them brief summary of requirements of Executive Order.
- (4) Meetings soon with OCD and Management to insure that our stamps are changed or new stamps added and that by 26 October the words "Security Information" appears on all classified material disseminated by the Agency. Also meetings with OCD and perhaps Administrative Officers of OPC and OCS on classification and declassification responsibilities.
- (5) A declassification survey to be conducted under auspices of Security Control Staff within the next month.
- (6) Consideration of use of such terms as "For Official Use Only" to restrict dissemination of information which is not security information but which we do not wish issued to the public. An example would be own Security Regulations now classified "Restricted."
- (7) Possible series of briefing meetings with representatives of major offices on classification under new systems and in reasonable declassification measures.

4. I will brief you orally on my other ideas on this matter.

SHEFFIELD EDWARDS
Colonel, GSC

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